



ODISHA STATE AGRICULTURAL MARKETING BOARD

Plot No.1800 (P), Baramunda, Post-Khandagiri, Near Indian Oil Petrol Pump Bhubaneswar
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Order No: 1407
OS-23/2015-16

Dated : 21.04.2017

Invitation of Expression of Interest for outsourcing the services of three Data Entry Operators on Contractual basis.

1. Expression of interest from intending Service Providers / Agencies / Firms having valid Registration Certificate, including registration under Labour Department, EPF registration, ESI registration, Service Tax registration, PAN, up to date VAT clearance certificate and having similar line of business for more than 3 years in outsourcing the human resources are invited for outsourcing the services of three numbers of Data Entry Operators for the Odisha State Agricultural Marketing Board, to look after Data Entry and DTP works.
2. The Service Providers / Agencies / Firms having local office at Bhubaneswar with good track record, proof of qualified man power and relevant experience are eligible to apply.
3. The Data Entry Operators to be provided should possess minimum a Diploma in Computer Application qualification from a recognised University or Institute of repute. Candidate having 2-3 years experience in Central/ State/PSUs will be preferred. The candidate outsourced should be below 45 years of age as on the date of his engagement.
4. During the period of contractual engagement, the outsourced person shall be entitled for a consolidated monthly remuneration equal to the initial pay in the pay structure of Rs.5,200/- to 20,200/- plus grade pay of Rs.1,900/-, which will be enhanced by 10% on completion of satisfactory performance of each year of service, subject to extension of the contract agreement on mutual consent.
5. The period of contract is for one year which can be renewed for further period on mutual agreement.
6. Rates quoted should be inclusive of the wages, Agency charges, Service Tax, EPF, ESI etc. which are to be borne by the Service Provider/Agency/Firm.
7. Sealed envelope superscribed "Eoi for outsourcing of Data Entry Operators" should be sent by Speed Post/Registered Post or by hand delivery by 15.5.2017 up to 5.00 PM in this office. Offers received after the scheduled date shall be rejected. Incomplete and conditional offers shall not be entertained. The offers will be opened on 16.05.2017 at 11 AM in the office of the OSAM Board in presence of the Service Providers/Agency/Firms or their authorised agents.

8. The Service provider/Agency/Firms shall comply with all Labour Laws, Rules in relation to the outsourced employee and also for payment of agreed wages to the personnel engaged on outsourcing basis.
9. The offers should clearly specify the remuneration as at Sl. No. 4, Commission of the Service provider, ESI, EPF and Service Tax etc. payable per month during the contact period.
10. There is no master and servant relationship between the outsourced employee and this office.
11. The Service Provider's person shall not claim any benefit / compensation / absorption / regularisation etc. from this office under ID Act, 1947 or Contract Labour Act, 1970. Undertaking of the outsourced person to this effect shall be submitted by the Service Providers / Agencies / Firms.
12. This office will maintain an Attendance Register in respect of the staff deployed by the Service Provider, on the basis of which wages/remuneration will be decided in respect of the staff at the approved rate.
13. The outsourced personnel may be called on public holidays, if required, for which he will be paid extra as per the rates approved.
14. Escalation clause will not be accepted on any ground during contract period.
15. The claim in bills regarding ESI, EPF and Service Tax etc. should be necessarily accompanied with documentary proof relating to the bill. A requisite portion of the bill / whole of the bills amount shall be held up till such proof is furnished. The selected service provider shall enter into an agreement with OSAM Board.
16. The successful Service Provider/Agency/Firm shall have to enter into a contract agreement for one year containing the terms of reference, which can be terminated by either party by giving one month notice.
17. This office reserves the right to reject any or all tenders without assigning any reason whatsoever and the decision of this office shall be final and binding on all bidders.

General Manager
OSAM Board, Bhubaneswar.